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### **Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Motion to File Redacted Document is used when requesting to redact certain information from a document prior to filing with the court (e.g., tax documents, financial statements, etc.). The docket entry and PDF(s) are viewable to the public.

**NOTE: The docket entry and PDF(s) are viewable to the public. Do not attach private information using this event code.**

#### **Docketing Procedure:**

Click on Bankruptcy or Adversary hyperlink on the CM/ECF Main Menu Bar.

Click on the Sealed Events hyperlink under the Sealed Category.

Enter the Adversary Proceeding **or** Bankruptcy Case Number. Click Next.

Select the **Motion to File Redacted Document** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If party is not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on Browse button to attach PDF document. Click next.

The following message prompt will appear. Click Next.

***This entry will appear on the Docket Report. If there is sensitive information in this pleading that should NOT be made public, DO NOT USE THIS EVENT. Refer to the District Wide Procedures for Electronically Filing Sealed and Redacted***

***Documents for the appropriate event or contact the divisional helpdesk.***

The Docket Text Screen will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review final docket text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

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<http://www.canb.uscourts.gov/ecf/efiling-manual/motion-file-redacted-document>